



Montana Team Nutrition Program
Montana State University
202 Romney Hall, P.O. Box 173360
Bozeman, MT 59717-3360
Phone: (406) 994-5641
Fax: (406) 994-7300
kbark@mt.gov

TO: School Food Service Director, Manager or Head Cook

FROM: Katie Bark, R.D. Specialist, Montana Team Nutrition Program

RE: 2008 Montana School Food Service Cooking Institute

DATE: March 1, 2008

On behalf of the Montana Team Nutrition Program of the Office of Public Instruction, I am pleased to announce that we are planning to offer the tenth *Montana School Food Service Cooking Institute* for school food service managers, head cooks or new cooks on August 5, 6 and 7, 2008 at Montana State University- Bozeman. The cooking institute is designed to provide a hands-on training session to help school food service personnel prepare delicious and healthy school meals in a cost-effective manner.

The cooking institute will accept up to 20 participants and must have a minimum registration of 16 participants to be conducted. A participant fee will be required to attend this valuable course. The cost of this three-day cooking institute is \$350 per person. This fee covers complete room, board and most meals on the MSU campus, registration fee, instructor fees, parking fees, and one copy of the course manual/recipe book. **If a participant doesn't need room and board accommodations, (which is on MSU Campus- North Hedges Suites #1), the cost is \$250.00 per person.** The registration deadline is July 7, 2008. Payment must be received with the attached registration form. Applicants are taken on a first come first serve basis.

If you or your employees are interested in attending the cooking institute, please complete and return the attached application form. For more information please contact Katie Bark at (406) 994-5641, or by email kbark@mt.gov.

Registration Deadline: July 7, 2008—Complete Application and submit with a \$350.00 payment (\$250 without room and board). Purchase orders are acceptable. Registrations are taken on a first come first serve basis.

**Montana's School Food Service Cooking Institute
August 5-7, 2008 MSU –Bozeman Campus**

Application Form
Print neatly please

NAME: _____

HOME ADDRESS: _____

(city, state & zip code) _____

HOME PHONE: _____ **HOME EMAIL:** _____

SCHOOL DISTRICT NAME: _____

SCHOOL ADDRESS: _____

(city, state & zip code) _____

SCHOOL PHONE: _____ **SCHOOL EMAIL:** _____

SUPERVISOR'S NAME: _____ **COUNTY:** _____

JOB POSITION/TITLE: _____

Number of years of cooking experience in school food service: _____

EMERGENCY CONTACT: (NAME) _____ **PHONE:** _____

List the most important food production topics that you want to learn from this cooking institute. Please be as specific as possible.

Please note: A minimum of 16 registration forms must be received by July 7, 2008 for this workshop to be held. If we are unable to reach 16 registrations, we will have to cancel the workshop and will return all payments by August 4, 2008. Participant cancellations made after July 14th will not receive a refund.

Registration Deadline: July 7, 2008—Complete Application and submit with a \$350.00 payment (\$250.00 without room and board). Purchase orders are acceptable. Registrations are taken on a first come first serve basis.

A Taste of the Workshop Agenda

Tuesday, August 5*	8:00 a.m.-4:00 p.m.	Food Preparation Basics; Salads & Desserts
Wednesday, August 6*	8:00 a.m.-4:00 p.m. 6:30 p.m.-8:00 p.m.	Breads, Grains and More! Optional evening session
Thursday, August 7*	8:00 a.m.-3:00 p.m.	Entrees, Soups and Theme Bars

*Hands-on cooking activities in a foods laboratory. This workshop will emphasize the use of USDA commodity foods, along with the addition of whole grains, and fresh fruits and vegetables.

An evening session (6:30-8:00 pm) will be offered Wednesday on menu planning and a review of school nutrition program food production/service procedures for new cooks or managers. Attendance is optional.

The institute will consist of a team of instructors and include Montana's own School Food Service Peer Educators.

Signature of Applicant

Date

Signature of Supervisor

Date

Return this form along with payment by July 7, 2008 to:
Katie Bark, Montana Team Nutrition Program
Montana State University, P.O. Box 173360, 202 Romney Gym
Bozeman, MT 59717-3360
Phone: (406) 994-5641
Fax: (406) 994-7300
Email: kbark@mt.gov

Once applications have been reviewed, a letter will be mailed to each applicant confirming workshop acceptance and will include further details of the workshop. Applicants are responsible for their own travel arrangements. Travel scholarships are not available.

Please note: A **minimum of 16 registration forms must be received by July 7, 2008 for this workshop to be held**. If we are unable to reach 16 registrations, we will have to cancel the workshop and will return all payments by August 4, 2008. Participant cancellations made after July 14th will not receive a refund.